

## RIPPAC Internship Guide – Summer 2024

Please complete and EMAIL to: **RIPPAC@rowan.edu**

Name of Company / Association / Organization Duane Morris Government Strategies

Internship Coordinator Ryan DeMara Coordinator's Phone / Email 484-326-8266 RDemara@dmgs.com

Location of Main Office 30 S 17<sup>th</sup> St. Philadelphia, PA 19103

# of Summer 2024 Interns Accepted Approximately 10

Where will the internship be done?

In the main office  Remotely (student works from home)  Combo At-home & In-Office

Dates / Length of Summer 2024 Internship 3 Months Required Hours/Week 10-15

Is there some type of salary or stipend? No If so, how much?

What is the application process? *(Please include deadlines & other requirements. Feel free to attach additional pages)*

Applicants must email resume to rdemara@dmgs.com, after that, they must complete a screening questionnaire followed by a short zoom interview and a skills assessment test

Intern work areas: Clerical  Research  Errands  Organizing

Please explain the work that will be required of the intern: Legislative research, contributions to the firm's online marketing and social media efforts, policy memos, elected official briefings, and other responsibilities as designated by supervisor.

Will there be opportunities for the intern to observe:

Internal strategy sessions?  Legislative sessions?  Committee hearings?

Is the intern expected to work evenings and weekends? If so, please explain. No

Do you have any suggestions for the applicants? *(Please use additional pages if necessary)*

In our applicants, we look for students who are dedicated, organized, and communicate effectively.